

NEW YORK STATE COUNCIL ON THE ARTS (NYSCA) FY2023 TECHNICAL APPLICATION SUBMISSION INSTRUCTIONS

This document contains five sections:

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Please note: The FY2023 PDF Funding Opportunity Guidelines and the NYSCA Application Manual can be found here: <https://arts.ny.gov/FY2023FundingOpportunities>.

1. REGISTER

A step-by-step webinar on registering and applying in the NYSCA FY2023 Application Portal will be posted by Friday, May 27th at <https://arts.ny.gov/FY2023Webinars>.

If you already registered last year for FY2022 using the steps below, proceed directly to Step 2.

All other applicants, register at <https://nysca.smartsimple.com> using an email address. This email address will be used to log into the system. It should take only a minute or two.

Have the following information ready:

- Your organization's:
 - Federal Employer Identification Number (EIN)
 - Address, phone and email
 - Website URL and social media handles (Facebook, Instagram etc.)
 - Grants Gateway Document Vault Identifier (ID) (provided by NYS Grants Gateway)*
- Your name, email and phone
- A short statement of organizational mission
- Your organizational type (via drop down box)
- Facilities: Describe location, any planned capital work, whether owned or leased and, if rented, when lease expires.
- Hours: When open to public
- Number of people served (audience/visitors/participants): in person and virtual for 2019, 2020 and 2021

*Tip: For tips on finding your Grants Gateway Vault ID, see Section 5 below. If you don't have your Document Vault ID yet, insert "GDV-COA-55555," and we will manually check whether you have a Document Vault and are Prequalified on Grants Gateway at the deadline.

Your organization must have a Vault ID and be Prequalified in the separate New York State Grants Gateway online portal at the deadline (see section 5 below).

After you submit your registration, you will receive a confirmation by email within five minutes and instructions about setting up a password and logging in.

The first person who registers will be the Primary Contact for the organization. You can change the Primary Contact upon request by contacting help@arts.ny.gov. The system will notify you if there is already another user serving as the organization's Primary Contact. The existing Primary Contact can validate your account as part of the organization.

Automated system notifications about your FY2023 grant applications from the FY2023 NYSCA Application Portal will go to the Primary Contact. Generally, NYSCA will also send the applicable award decision and instruction letters to the Primary Contact.

2. SUBMIT AN APPLICATION

The application questions are listed in the applicable FY2023 Guidelines in advance of the application portal opening.

Apply:

1. Log onto <https://nysca.smartsimple.com>
2. From your Home Page, click “Organization Profile” in the top row of buttons to view your current information in the system. Please review the information, make any necessary updates (including audience data under “Number of People Served”) and hit “Save.” Click on the Home button in the top right to return to your homepage.
3. From your homepage, click “Funding Opportunities” in the top left corner to view NYSCA’s current opportunities and their deadlines.
4. Click “Apply Now” beneath the opportunity to which you are applying. A one-page application form page will appear. Information from your registration will automatically appear on the form.
5. Carefully read the instructions at the top of the page before you begin. Be sure to click “Save Draft” before beginning the form.
6. Answer the questions and upload the requested materials that appear on the form. Fields marked with a red asterisk are required. Please note that all support materials are to be combined and uploaded in 1 single PDF document.
7. The site autosaves every few minutes, and you can also save your work by clicking the “Save Draft” button at the bottom of the page.
8. When you are ready to submit, submit your application by clicking the “Submit” button at the bottom of the page. All required fields must be answered before successfully submitting an application. If you attempt to submit an application without completing all the required questions you will see an error message detailing which question(s) you have missed.

After you submit your application, you will receive an email message within 5 minutes from the application portal that acknowledges receipt of your application along with a PDF of the application.

Once your application is in “submitted” status, it cannot be edited by you automatically. To un-submit your application or to edit it, you must email help@arts.ny.gov prior to the application deadline. To be considered for FY2023 funding, your application must be resubmitted by the application deadline. If the application is not resubmitted, it will not be reviewed or considered for funding.

For a link to our calendar of live and recorded webinars and walk through of the application registration and submission pages, see <https://arts.ny.gov/FY2023Webinars>

3. CERTIFICATION

All applicants will be asked to certify the following before submitting a FY2023

application: By entering your name in the box below, you certify that: (1) you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law. (2) If you are incorporated outside of New York State, your principal place of business is within New York State. (3) The funding being awarded will not duplicate or replace any other funds from federal, State or municipal funding for the same specific cost type and amount for the same period. You acknowledge that you will have procedures in place to prevent duplication of funds and that funds from NYSCA would need to be repaid if it is determined that our assistance is duplicative. (4) Your organization is currently Prequalified in the Grants Gateway portal. If not, you will update the documentation in your Grants Gateway vault in order to complete your Prequalification prior to the application deadline for this funding opportunity.

4. FREQUENTLY ASKED TECHNICAL QUESTIONS

1. These are technical instructions only. How do I find out more about the application opportunities and requirements?

Go to <https://arts.ny.gov/FY2023FundingOpportunities> and read the PDF Guidelines for each FY2023 Funding Opportunity and our FY2023 Application Manual which outlines general requirements and our application process.

2. Who can answer my questions about eligibility, the application questions and uploads for an FY2023 Funding Opportunity?

For questions, please contact Program Staff in the discipline area most aligned with your organization's work. View contact information here: <https://arts.ny.gov/contact>. Submit questions at least two weeks before the application deadline. (To ensure that fair information is provided to all applicants, we are not able to review written draft application materials.)

3. I am on the portal and don't see how to apply to the same program I've applied to before.

Review the FY2023 Funding Opportunities at <https://arts.ny.gov/FY2023FundingOpportunities>. NYSCA has broadened its funding opportunities and is not requiring that applicants apply to a specific discipline this year.

4. Who should answer my technical questions about submitting an application in the portal?

Contact help@arts.ny.gov.

5. Do I need to Prequalify on Grants Gateway?

Yes. All New York State not-for-profit grant applicants, including applicants to NYSCA, must be Prequalified on the Grants Gateway at the Application Deadline to be eligible for funding. You can't submit an application in Grants Gateway. See section 5 below on Prequalification.

7. Do I need to do anything on the NYSCA (arts.ny.gov) website to apply?

No. You do not need to register on the NYSCA website or update existing registration information. You cannot submit an application on the arts.ny.gov website.

8. Is NYSCA participating in REDC or using the Consolidated Funding Application (CFA) website?

No. You will not see any NYSCA FY2023 opportunities listed on the CFA website. You can't submit an application on the CFA website for FY2023 funding from NYSCA.

9. Will there be a type and size limit for uploaded documents in my application?

Yes. This year NYSCA asks that you save your upload materials as a single PDF. The size limit is 2GB. No other file type is accepted.

10. How do I print or download a PDF of my application draft?

To generate a PDF of your saved draft, click the "Application Summary" button at the top of the page. Note that some applications have questions that appear only when a selection from a drop-down menu is made and/or pop-up forms that do not appear until information is entered.

These questions and/or forms will not appear on your PDF until you have made a selection or entered information.

11. How do I print or download a PDF of my submitted application?

You will receive an email after you submit your application with a PDF of your application. You can also log into the portal at <https://nysca.smartsimple.com> and obtain a copy by going to “Home” and clicking on the “Submitted” button.

12. I was previously awarded a multi-year grant award that continues in FY2023. Do I need to apply to receive the FY2023 portion of my grant?

No. You will receive instruction on how to sign your FY2023 award contract from NYSCA in June 2022. For information on how to manage your FY2023 multiyear grant, see www.arts.ny.gov/manage-your-grant.

13. Can I clone my application from my prior year?

No. The system does not allow cloning of applications.

14. Can more than one person for the organization register an account on the Application Portal?

Additional authorized representatives for your organization can also register on their own. However, the additional person will not be able to access the existing organizational account without verification from the Primary Contact. NYSCA staff can work with you to reconcile and verify the additional accounts by request to help@arts.ny.gov.

5. CONFIRM YOU ARE REGISTERED AND PREQUALIFIED IN THE GRANTS GATEWAY

You must be “Prequalified” in the New York State Grants Gateway online portal at the application deadline to be eligible for funding.

A webinar on Prequalification can be found at <https://arts.ny.gov/FY2023Webinars>.

NEW APPLICANTS:

Getting Prequalified is a two-step process.

Step 1: Register: Take the first step **now**:

Email grantsreform@its.ny.gov with the following completed documents:

- [Notarized Registration Form for Administrators](#)
- A [Substitute Form W9](#)
- A current organization chart with the names and titles of those in the organization, and the head of the organization that signs the registration form at the top of the chart.
- Attachments must be in Microsoft Office compatible form (i.e. Word, Excel, PDF, etc.)

Grants Gateway will email you the sign-in instructions and a Grants Gateway Document Vault ID. (Tip: Write down your Vault ID as you will need to submit it in the application portal.) Read the full information at [Grants Management Registration](#).

Step 2: Submit Vault for Review and Prequalify: Log onto https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx and create and submit a “Document Vault.” Find basic checklists here: www.grantsmanagement.ny.gov/get-prequalified.

You will fill out online forms about your policies and practices and upload key documents. A Prequalification Specialist will review your Vault and either “Prequalify” you or suggest modifications. For questions, contact help@arts.ny.gov.

RETURNING APPLICANTS:

Confirm you are Prequalified. Generally, log on once a year to recertify your statements and submit your latest filings. Log onto Grants Gateway to check on your Vault expiration date and if you are expired, submit the expired items. Your Vault status, key expiration dates, and notes posted for your review and action can be viewed in the State Prequalification Application Status Report located in the Management Screen section near the bottom of your Document Vault main page.

Document Vaults in modification, review or open status are not considered Prequalified.

You must be logged into Grants Gateway as the Delegated Administrator to upload and save documents and submit your Vault for review. Be sure the Delegated Administrator is available to submit; NYSCA cannot submit Vault materials on your behalf.

NYSCA and Grants Gateway are not likely to resolve any issues by the application deadline in any Vault submitted less than 7 days before an application deadline.

To find your Vault ID for your application,

- Log onto Grants Gateway.
- Search for your organization on the Document Vault tab.
- Click on any section on the Document Vault main page and see Vault ID in green near top.
- Format is: GDV-XXX-XXXXX, GDV-XXXX-XXXXX, or GDV-XXXXX-XXXXX (e.g., GDV-COA-55555).

You do not submit any FY2023 grant applications in Grants Gateway.

Contacts and Resources:

The Grants Gateway team holds **weekly live webinars** on Step 1 and Step 2 www.grantsmanagement.ny.gov/live-webinars#registration-and-prequalification.

Email the **NYSCA Prequalification Team** at help@arts.ny.gov. NYSCA encourages *new applicants* to contact the NYSCA Prequalification Team with questions or for a **brief phone training**.

The Grants Gateway Team provides live help desk support weekdays 8:00 am to 4:00 pm at (518) 474-5595 or grantsgateway@its.ny.gov.

An after-hours support desk is available weekdays 4:00 pm to 8:00 am for account lockouts at (800) 820-1890 or helpdesk@agatesoftware.com.